

OAS/PUPIL TRANSPORTATION

A. Driver Training Program

A	#	Indicator	Evidence/Finding	Recommendation	Corrective Action	Required Correction Date	Responsible Person(s)
A	1	All provisions of applicable statutes and regulations pertaining to school bus driver's qualifications and responsibilities are met including signed contracts, physical fitness certificates, criminal records checks and motor vehicle checks. 702KAR5:080 Sections 1 and 2(1)(a)					
A	2	Each bus driver has on file verification that all initial driver-training requirements have been fulfilled. 702KAR5:030 Section 4					
A	3	All employees should have a signed contract on file for the current school year. KRS161.011 Section 5					
A	4	Each bus driver has on file a current driver's license valid in Kentucky that includes a Commercial Driver's License (CDL) endorsed for a school bus driver. KRS 189.540; 702 KAR 5:080 Section 6					

B. Shop Operations and Maintenance

B	#	Indicator	Evidence/Finding	Recommendation	Corrective Action	Required Correction Date	Responsible Person(s)
B	1	Reports applicable to transportation shop operation/maintenance program are maintained in the board office. Pupil Transportation Management Manual Chapter 6					
B	2	Work orders are being completed at the time work is performed and are on file in the board office. Pupil Transportation Management Manual Chapter 6					
B	3	Purchase orders/parts and supply orders are properly maintained and are on file. Pupil Transportation Management Manual Chapter 6					
B	4	Individual vehicle folders are maintained and are on file. Pupil Transportation Management Manual Chapter 6					
B	5	Scheduled repairs and monthly inspection reports are maintained and on file.					

OAS/PUPIL TRANSPORTATION

		702KAR5:030 Section 2					
B	6	Transportation facility is of sufficient size and is safe, clean, well-organized and properly located for the fleet of vehicles to be adequately maintained. Pupil Transportation Management Manual Chapter 6					
B	7	Equipment is sufficient to provide full service maintenance for the fleet of vehicles used to transport students. Pupil Transportation Management Manual Chapter 6					
B	8	An equipment and parts inventory is maintained on an up-to-date basis. Pupil Transportation Management Manual Chapter 6					
B	9	The number of buses per mechanic meets the state standard of 25:1. Pupil Transportation Management Manual Chapter 6					
B	10	Used motor oil and used tires are disposed of in accordance with applicable rules. 29 Code of Federal Regulations Part 1910					

C. Finance/Best Purchasing Practice

C	#	Indicator	Evidence/Finding	Recommendation	Corrective Action	Required Correction Date	Responsible Person(s)
C	1	A system is in place for bus inventory, parts reordering points and preventative maintenance. Pupil Transportation Management Manual Chapter 6					
C	2	Purchase Orders are used for purchasing all parts and equipment used in the transportation program. 45A Model Procurement Code					
C	3	Quotes received by phone for bus parts on maintenance are documented and maintained on file at the garage. 45 A Model Procurement Code					

D. Recording Systems and Procedures

D	#	Indicator	Evidence/Finding	Recommendation	Corrective Action	Required Correction Date	Responsible Person(s)
D	1	A system is in place for bus inventory, parts reordering and preventative maintenance. Pupil Transportation Management Manual Chapter 6					
D	2	Weather alerts are broadcast locally by radio and television. Best Practices					
D	3	Proper procedure is being followed in storage of fleet fuel. 45 Code of Federal Regulations Parts 280-281					
D	4	Drivers have been informed how to get in touch with garage/transportation headquarters in case of emergency. Best Practices					
D	5	All buses are radio-equipped. Best Practices					
D	6	Warranty information regarding each bus and other appropriate bus equipment is properly maintained. Best Practices					

E. School Bus Replacement

E	#	Indicator	Evidence/Finding	Recommendation	Corrective Action	Required Correction Date	Responsible Person(s)
E	1	A system has been developed and implemented to ensure buses are replaced at a rate to bring all buses into the depreciation schedule. 702KAR5:020 Section 12					
E	2	A schedule has been adopted to ensure the elimination of all gasoline-powered buses Best Practices					
E	3	New bus problem reports are maintained locally and forwarded to KDE for the purpose of improving bus specifications. Best Practices					

F. Transportation Policy Manual

F	#	Indicator	Evidence/Finding	Recommendation	Corrective Action	Required Correction Date	Responsible Person(s)
F	1	Transportation policy manual complies with all applicable Federal and State statutes and regulations. Best Practices					
F	2	Transportation personnel, other local school personnel, and others who need to be familiar with transportation policies and procedures have been provided a copy of the transportation policy manual. Pupil Transportation Management Manual Chapter 2					

G. Regulatory Requirements

OAS/PUPIL TRANSPORTATION

G	#	Indicator	Evidence/Finding	Recommendation	Corrective Action	Required Correction Date	Responsible Person(s)
G	1	Number of buses is sufficient so that every child is afforded a safe and comfortable ride, and the bus is not overcrowded. 702KAR5:030 section 12					
G	2	An up-to-date composite district map of all school bus routes is maintained at the board office and transportation office. Best Practices					
G	3	An up-to-date route sheet for each bus route is on file at each school and at the transportation office, and each bus driver has been provided a copy of his/her route. Best Practices					
G	4	All vehicles used that have been purchased or contracted to transport pupils to and from school or to and from extra-curricular activities meet Kentucky Minimum Specifications. 702KAR5:010 section 3					
G	5	Accident reports are maintained in an appropriate format, are on					

OAS/PUPIL TRANSPORTATION

		file, and are sent to KDE on a yearly basis. 702KAR5:030 section 3					
G	6	A signed contract and certificate of liability is on file for each contracted vehicle. 702KAR5:030 section 10, 11					
I	#	When so specified on a student's Individual Educational Plan, district provides special transportation and maintained that provides for adequate adult supervision of loading/unloading pupils at all locations. Public Law 94-142	Evidence/Finding	Recommendation	Corrective Action	Required Correction Date	Responsible Person(s)
I	1	Procedures have been developed and maintained that provides for adequate adult supervision of loading/unloading pupils at all locations. Best Practices					
H	#	School bus appearance and condition					
I	2	Appropriate personnel designated for each bus have been identified and implemented size to assure safety for transported pupils. Best Practices	Evidence/Finding	Recommendation	Corrective Action	Required Correction Date	Responsible Person(s)
H	1	Appropriate personnel designated for each bus have been identified and implemented size to assure safety for transported pupils. Best Practices					
H	2	Procedures have been developed and implemented that applies to Best Possible suspension of pupils					
H	3	Non-riding the school bus are 702KAR5:080 Section 18(a). Best Practices					
		Best Practices					
H	4	School bus body is in good condition and free from damage. Best Practices					

I. School Loading and Unloading Observation